



KANSAS CITY
Public Works

Dear Consultant:

The **City of Kansas City, Missouri** is requesting the services of a consulting engineering firm to perform the described professional services for the project included on the attached list. If your firm would like to be considered for these consulting services, you may express your interest by responding to the appropriate office, which is indicated on the attachments. Limit your letter of interest to no more than 2 pages. This letter should include any information which might help us in the selection process, such as the persons or team you would assign to each project, the backgrounds of those individuals, and other projects your company has recently completed or are now active. It is required that your firm's Statement of Qualification (RSMo 8.285 through 8.291) be submitted with your firm's Letter of Interest, or be on file with with **City of Kansas City, Missouri**. The statement of qualification is not included in the total page count limit.

If DBE goals apply, DBE firms must be listed in the MRCC DBE Directory located on MoDOT's website at www.modot.gov, in order to be counted as participation towards an established DBE Goal. We encourage DBE firms to submit letters of interest as prime consultants for any project they feel can be managed by their firm.

It is required that your firm be prequalified with MoDOT and listed in [MoDOT's Approved Consultant Prequalification List](#), or your firm will be considered non-responsive.

We request all letters be received by April 25, 5:00 pm, (04/25/2025), with your electronic proposal submission through the City of Kansas City's solicitation platform Bonfire..

Sincerely,

Derrick Smith
Senior Procurement Officer

Attachment

City/County__Kansas City, MO/ Jackson Co_ Route__Raytown Rd Over Lumpkin	
Federal Aid No:	BRO-R126002
Location:	Raytown Road Over Lumpkin Fork
Proposed Improvement:	Provide project inspection, documentation, and construction administration at the locations specified above.
Length:	180 days (Est.)
Estimated Cost:	\$220,000
DBE Goal Determination:	5_%
Consultant Services Required:	<i>See Attachments A, B, C, & D</i>
Other Comments:	
Contact:	Name: Eric Falk, P.E. Address: 5300 Municipal Avenue, Kansas City, MO 64120 Phone: 816-513-6968 Email: Eric.Falk@kcmo.org
Deadline:	April 25, 2025
<ul style="list-style-type: none"> • Submit: Letter of interest should not exceed <u>2</u> pages total. A page is defined as 8-1/2 by 11 inches and printed on one side. 1 copy of the letter interest should be received at the address and by the time specified. 	

Pursuant to the Brooks Act for Consultant Selection – the following criteria will be the basis for selection.

Experience and Technical Competence - 30 Max Points

Capacity and Capability - 30 Max Points

Past Record of Performance - 20 Max Points

**REQUEST FOR QUALIFICATIONS/PROPOSALS
FOR DESIGN PROFESSIONAL SERVICES CONTRACT**

**FOR PROJECT NO. 89005596 MoDOT, Raytown Road Over Lumpkin Fork Bridge
Replacement, Construction Inspection/Administration**

PUBLIC WORKS DEPARTMENT

CITY OF KANSAS CITY, MISSOURI

1. PURPOSE

The City of Kansas City, Missouri (“City”) invites you to submit a proposal for design professional services. The purpose of this project is to inspect and provide documentation and construction administration activities in the area of Raytown Road Over Lumpkin Fork.

The Disadvantaged Business Enterprise (DBE) goals on this project are 5%.

2. DUE DATE FOR PROPOSALS

Proposers shall submit Proposals through Bonfire only, to the **City Contact Person** listed in Section 3 by the close of business (no later than 5:00 PM CT) on 04/25/2025 (Friday, April 25, 2025).

3. PROPOSAL SUBMISSION AND QUESTIONS

(a) Submissions and Questions. **Proposers shall submit their Proposal through Bonfire’s Submission portal ONLY. No submissions will be excepted by other delivery methods.**

(b) Project link: <https://kcmo.bonfirehub.com/opportunities/175238>

(c) Send all questions or issues through the Bonfire messaging app about any aspect of this RFQ/P to the following City Contact person:
Derrick Smith, Sr. Procurement Officer
City Hall, 1st Floor West
414 E. 12th Street, Kansas City, Missouri 64106
Office : (816) 513-0708
E-mail : Derrick.Smith@kcmo.org

(d) Question Deadline

(1) Proposers may submit written questions, request clarifications or provide notice to the City of any ambiguities, conflicts, mistakes, errors or discrepancies that Proposer has discovered in the RFQ/P, the Standard

City Contract, Scope of Services and any other solicitation document at any time until one (1) week prior to the due date for proposals.

- (2) The City will answer all inquiries by any Proposer in writing through an addendum in Bonfire. If any inquiry results in a change in the RFQ/P, the City will issue an Addendum and the Addendum will be posted in Bonfire. All suppliers are notified by public notice in Bonfire. It is the responsibility of Proposers to check the Bonfire for messages.

(c) Questions - Post Deadline

If a Proposer discovers any ambiguities, conflicts, mistakes, errors or discrepancies in **after the deadline for questions and clarifications or after the proposal due date**, Proposer shall immediately submit the ambiguity, conflict, mistake, error or discrepancy to the City Contact. The City, in its sole discretion, shall determine the appropriate response to any issue raised by any Proposer.

4. **DEFINITION OF “REQUEST FOR QUALIFICATIONS/PROPOSALS” AND “PROPOSAL”**

- (a) This Request for Qualifications/Proposals (“RFQ/P” or “solicitation”) is an invitation by the City for Proposers to submit an offer, which may be subject to subsequent discussions and negotiations by the City and the Proposer. It is not a request for a competitive bid.
- (b) “Proposal” means any document, submittal, interview, presentation, discussion, negotiation, and everything and anything provided in response to this RFQ/P regardless of whether the submission is an oral or written submission.
- (c) By submitting a proposal to the City, Proposer agrees that the Proposer does not obtain any right in or expectation to a contract with the City or a vested interest or a property right in a contract with the City regardless of the amount of time, effort and expense expended by Proposer in attempting to obtain a written executed contract with the City that complies with Section 432.070, RSMo, the City Charter and City ordinances.

5. **ESTIMATED SCHEDULE**

03/10/2025 at 4pm (CT)	Opening Date
04/18/2025 at 5 p.m. (CT)	Deadline for questions
04/25/2025 by 5 p.m. (CT)	Due Date for Proposals
May 2025	Notification of shortlisted firms

The listed dates in the “Estimated Schedule” are tentative. The City reserves the right to change or extend any and all dates including the due date for proposals for any reason at any time including after the due date for proposals.

6. **RFQ/P DOCUMENTS**

This RFQ/P consists of the following documents:

- (a) This RFQ/P
- (b) Attachment A, SCOPE OF SERVICES
- (c) Attachment B, ELECTRONIC FORMAT REQUIREMENTS
- (d) Attachment C, CITY – LICENSED GEOGRAPHICAL INFORMATION SYSTEM DATA
- (e) Attachment D, 00410.01 Experience and Reference Form

7. EXAMINATION OF ALL RFQ/P DOCUMENTS AND REQUIREMENTS

- (a) Each Proposer shall carefully examine all RFQ/P documents and thoroughly familiarize themselves with all RFQ/P requirements prior to submitting a proposal to ensure that Proposer's Proposal meets the intent of this RFQ/P.
- (b) Before submitting a Proposal to the City, each Proposer shall make all investigations and examinations that are necessary to ascertain any and all conditions and requirements that affect the performance and delivery of the goods and services (hereinafter "the Services") requested by this RFQ/P. Failure of a Proposer to make such investigations and examinations shall not relieve the Proposer from Proposer's obligation to comply, in every detail, with all provisions and requirements of the RFQ/P.
- (c) By submitting a Proposal to the City, Proposer certifies that Proposer has provided the City with written notice of all ambiguities, conflicts, mistakes, errors or discrepancies that Proposer has discovered in the RFQ/P, the Standard Contract, Scope of Services and any other document. By executing a Contract with the City, Proposer certifies that Proposer communicated to City all ambiguities, conflicts, errors or discrepancies that it has discovered in the RFQ/P, the Proposed Contract, Scope of Services and any other document and that written resolution thereof by the City as embodied in the final Contract is acceptable to Proposer.

8. SUBMISSION OF PROPOSALS

All proposal documents should be submitted in the exact order as listed in the City RFQ/P.

- (a) Where. Proposers shall submit their Proposals through Bonfire to the **City Contact Person** listed in Section 3. the RFQ/P No. and Title, Due Date and Time, and Name of the Proposer's Business/Firm.
- (b) Format. **In order to assure uniformity of the Proposals and to facilitate the evaluation process, all Proposals shall be organized,** each Proposal shall be presented in 12-point font, such as Times New Roman or Arial, on 8-1/2" x 11" format.
- (c) Additional Materials. The Proposal may also contain any narrative, charts, tables, diagrams or other materials in addition to those called for herein; to the extent such additions are useful for clarity or completeness of the Proposal.

Attachments should clearly indicate on each page the paragraph in the Proposal to which they pertain.

9. CONTENT OF PROPOSAL. Your proposal should include the following:

9.1 Proposal Part I – Business/Firm Profile and Legal Structure

- Legal Name, address, phone, fax, e-mail, Federal ID#, and website address.
- Brief history of business/firm including date the business/firm was established under the current name.
- List all services provided by the business/firm.
- Number of total employees including number of total employees in Kansas City, Missouri and number of employees in Greater Kansas City Area.
- Has the business/firm ever failed to complete work for which a contract was issued? If yes, explain the circumstances.
- Are there any civil or criminal actions pending against the business/firm or any key personnel related in any way to contracting? If yes, explain in detail. Are there any current unresolved disputes/allegations?
- Provide a brief history of the business/firm's contractual litigation, arbitration, and mediation cases for the last five (5) years that are material and relevant to this contract.
- Has the business/firm ever been disqualified from working for the City or any other public entity? If yes, explain the circumstances.

9.2 Proposal Part II – Experience

- 00410.01 Experience and Reference Form, Attachment D.
- Include a list of Three (3) most relevant or comparable contracts completed by your business/firm during the past three (3) years.
- Provide a list of all public contracts entered into for the last three (3) years. Include the dollar amounts, summary of scope of services, contract terms, Public Owner's contact person, e-mail address, cell phone number and telephone number.

9.3 Proposal Part III – Personnel

- Please provide your staff capacity for meeting the City's requirements.
- Identify the Key Employees who are likely to be assigned to this contract if your proposal is selected. [NOTE: Key Employee(s) must be committed to the contract duration and may not be removed or substituted without the City's prior written consent.]
- For each of the Key Employee(s), provide a resume and/or summary with at least the following background information:
 - a. Description of relevant experience.
 - b. Years of employment with the business/firm.
 - c. City and State of residence.
 - d. State time commitment on other accounts.

- e. Applicable professional registrations, education, certifications, and credentials.
- Please comment on the ability of your business/firm to sustain the loss of Key Employee(s).
- Provide a staffing plan for the contract including the locations of the positions.
- Provide an organizational chart for the assigned staff.
- Please certify that you will pay all employees who will work on this Contract in the city limits of Kansas City, Missouri at least \$12.50 per hour in compliance with the City's Quality Services Assurance Act, Section 3-66, Code of Ordinances.
- If you will not certify that you pay your employees who will work on the City Contract at least \$12.50 per hour, please submit the following so the City can evaluate the potential quality of your personnel:
 - a. Turnover rate for the last three calendar years for non-exempt employees and exempt employees; and
 - b. Employee benefits provided to exempt and non-exempt employees; and
 - c. Training provided to exempt and non-exempt employees, including those that will provide services to the City; and
 - d. Promotional opportunities for non-exempt and exempt employees; and
 - e. Average tenure of exempt and non-exempt employees during the immediately preceding three calendar years; and
 - f. Employee incentive rewards and employee recognition policies; and
 - g. How you provide and receive employee feedback and communication; and
 - h. Mentorship programs provided to employees; and
 - i. Education benefits provided for exempt and nonexempt employees.

9.4 Proposal Part IV - Project Approach

- Proposal/ qualifications should include consultant's statement of work in outline fashion (Tasks 1-4).
 - Task 1- Data Collection
 - Task 2- Conduct Evaluation of Current Conditions
 - Task 3- Prepare Conceptual Plan Alternatives
 - Task 4- Prepare Final Conceptual Plan, Cost Estimates, and Implementation Plan
- Discuss your understanding of the project scope and objectives.
- Discuss your approach to a project with specific references to the services requested in the RFQ/P.
- Describe your Quality Assurance Plan.
- State approximate date your business/firm is available to begin work on the Project.

9.5 Proposal Part V - Sustainability

Include a concise summary of your company's policies, strategies, and actions that demonstrate your philosophy and commitment to sustainability. The City has adopted an overall policy supporting a greater use of "green solutions" or enhanced sustainability measures that consider environmental quality, social equity and economic vitality. In order to minimize waste, enhance efficiencies, and achieve multiple benefits and project synergies, all City projects must identify opportunities for sustainability improvements and implement those improvements when financially reasonable and operationally practical.

- Describe how your Proposal will address the established City policies referenced in this RFQ/P specific to the project or service on which you are proposing.
- Incorporate sustainability and efficiency into the planning, design, construction, operation and maintenance of the project. Highlight each component of the project that you feel deserves consideration in this context and demonstrate how sustainability and efficiency are integrated into the project.
- If it is not possible to comprehensively integrate significant sustainability measures, then highlight elements you feel deserve consideration in this context.

9.6 Proposal Part VII – Other Required Documents

Complete and submit the following documents to the City:

Final Full Proposal, Including Letter of Interest, & Parts I, II, III, IV, V

10. EVALUATION CRITERIA

- (a) Any evaluation criteria or weighting of criteria is used by the City only as a tool to assist the City in selecting the best proposal for the City. Evaluation scores or ranks do not create any right in or expectation to a contract with the City regardless of any score or ranking given to any Proposer by the City. In other words, even if the City gives a Proposer the highest rank and highest score, the Proposer still has no expectation of a contract with the City and the City may choose to contract with any other Proposer regardless of the score or rank of the other Proposer.
- (b) The City may change criteria and criteria weights at any time including after the due date for proposals.

11. INTERVIEWS

The City, in its sole discretion, may interview none, one, some or all of the Proposers who submit proposals.

12. DISCUSSIONS AND NEGOTIATIONS

The City, in its sole discretion, may do any or all of the following:

- (a) evaluate Proposals and award a contract with or without presentations, discussions or negotiations with any or all of the Proposers;
- (b) discuss and negotiate anything and everything with any Proposer or Proposers at any time;
- (c) request additional information from any or all Proposers;
- (d) request a Proposer or Proposers to submit a new Proposal;
- (e) request one or more best and final offers from any or all Proposers;
- (f) accept any Proposal in whole or in part;
- (g) require a Proposer to make modifications to their initial Proposals;
- (h) make a partial award to any or all Proposers;
- (i) make a multiple award to any or all Proposers;
- (j) terminate this RFQ/P at any time and reissue an amended RFQ/P or new RFQ/P.

13. PROPOSAL MUST REMAIN FIRM IRREVOCABLE OFFER TO CITY FOR 90 DAYS

- (a) By submitting a proposal to the City, Proposer agrees that Proposer's Proposal shall constitute a firm irrevocable offer to the City that Proposer shall not withdraw or modify without the City's approval for ninety (90) days after the proposal due date. Proposer agrees that even if the City negotiates or makes a counter offer to Proposer on Proposer's original Proposal or any subsequent Proposal submitted by Proposer to the City, Proposer hereby grants to the City, in the City's sole discretion, the unconditional right for the City to accept Proposer's original Proposal and the City's negotiation or counter offer shall not be deemed to be a counter offer.
- (b) After ninety (90) days, the City can accept any proposal or subsequent proposals from any Proposer with the consent of the Proposer at any time and regardless of the length of time that has passed from the proposal due date.

14. SELECTION

The City will select the proposal that in the City's sole judgment the City determines to be the best Proposal. Section 432.070, RSMo requires the City to have a written executed contract signed by both parties prior to anyone performing services or providing any goods, supplies, materials or equipment to the City. The written executed contract must also comply with the City Charter and City Ordinances. This means that a proposer does not have a contract with the City until a written contract is *executed*.

15. REJECTION OF PROPOSALS

The City reserves the unconditional right to reject any or all proposals received in response to this RFQ/P at any time prior to the City executing a contract that meets the requirements of Section 432.070, RSMo, the City Charter and all applicable City Ordinances.

16. WAIVER OF ORDINANCES, REGULATIONS AND RFQ/P REQUIREMENTS

Pursuant to Section 3-35, City Code of Ordinances, the City, at any time, may waive any requirements imposed in this RFQ/P or by any City ordinance or regulation.

17. LATE PROPOSALS

The City, in its sole discretion, may consider proposals received by the City after the proposal due date if: (1) the proposal is sent via the U.S. Postal Service, common carrier or contract carrier, by a delivery method that guarantees the proposal will be delivered to the City prior to the proposal due date; or (2) if the proposal is submitted by mail, common carrier or contract carrier it is determined by the City that the late receipt was due to the U.S. Postal Service, common carrier or contract carrier; or (3) the proposal is timely delivered to the City, but the proposal is at a different City location than that specified in this RFQ/P; or (4) the City extends the due date after the deadline for a force majeure event that could potentially affect any or all Proposers meeting the deadline; or (5) the City has not opened any of the proposals; or (6) it is in the best interest of the City to accept the proposal.

18. CHANGES IN THE RFQ/P

- (a) After this RFQ/P is issued, the City, in its sole discretion, may change everything or anything contained in this RFQ/P. The City will notify Proposers of all material changes.
- (b) If the City shall amend the RFQ/P after the proposal due date, the City may, in its sole discretion, solicit new proposals in an amended RFQ/P from anyone or everyone regardless whether a person submitted a proposal in response to the original RFQ/P.

19. CHANGES IN EXECUTED CONTRACT AND ADDITIONAL WORK

- (a) After the City executes a contract in accordance with the requirements of Section 432.070, RSMo, the City Charter and City Ordinances, the City may, in its sole discretion, amend the contract to change anything or everything associated with the contract as long as such change is in the interest of the City and as long as the Contractor agrees to the change.
- (b) The City, in its sole discretion, may award additional contracts for related work or subsequent Project phases to the selected Contractor.
- (c) The City, in its sole discretion, may extend the term of the contract with the selected Contractor notwithstanding the expiration of the initial term or any subsequent term or all options to renew, until the City has a new contract in place with either Proposer or another provider or until the City terminates the Contract.

20. PROPOSER SOLELY RESPONSIBLE FOR ALL COSTS

Regardless of the amount of time, effort, cost and expense incurred by a Proposer in Proposer's attempt to win this City contract, Proposer agrees that Proposer shall be solely responsible and liable for any and all costs incurred by Proposer. The City shall have no liability or responsibility for any of Proposer's costs or expenses.

21. OWNERSHIP OF PROPOSALS

By submitting its Proposal, Proposer hereby agrees that Proposer's Proposal and any supplementary material submitted by the Proposer shall become property of the City.

22. DISCLOSURE OF PROPRIETARY INFORMATION

- (a) A Proposer may attempt to restrict the disclosure of scientific and technological innovations in which the Proposer has a proprietary interest, or other information that is protected from public disclosure by law, which is contained in the Proposal by:
1. marking each page of each such document prominently in at least 16 point font with the words "Proprietary Information";
 2. printing each page of each such document on a different color paper than the paper on which the remainder of the Proposal is printed; and
 3. segregating each page of each such document in a sealed envelope, which shall prominently display, on the outside, the words "Proprietary Information" in at least 16-point font, along with the name and address of the Proposer.
- (b) After either a contract is executed pursuant to the RFQ/P, or all submittals are rejected, if access to documents marked "Proprietary Information", as provided above, is requested under the Missouri Sunshine Law, the City will notify the Proposer of the request, and it shall be the burden of the Proposer to establish that such documents are exempt from disclosure under the law.
- (c) If the Proposer elects to challenge a formal request for such information made to the City and if the Proposer is unsuccessful in keeping such information closed, the Proposer shall pay for any and all costs, attorney fees and fines that are a result of Proposer's attempt to keep the information closed.
- (d) Notwithstanding the foregoing, in response to a formal request for information, the City reserves the right to release any documents if the City determines that such information is a public record pursuant to the Missouri Sunshine Law. The City shall have no liability to any Proposer or anyone else for releasing any Proprietary Information of a Proposer even if the City is negligent in releasing or disclosing any Proprietary Information of any Proposer.

23. CLOSED RECORDS

All Proposals including interviews, presentations and documents, and meetings relating thereto may remain closed records or meetings under the Missouri Sunshine Law until a contract is executed or until all Proposals are rejected by the City. If the City amends this RFQ/P, Proposals submitted in response to the original RFQ/P may remain closed records until a contract is executed or all proposals submitted in response to the amended RFQ/P are rejected. Proposals shall remain closed records even if the City mistakenly informs all Proposers that it is rejecting any and all Proposals prior to amending the RFQ/P as long as the City intends to amend the RFQ/P and resolicit Proposals.

24. DBE GOALS. DBE firms must be listed in the MRCC DBE Directory located on MoDOT's website at www.modot.gov, in order to be counted as participation towards an established DBE Goal. We encourage DBE firms to submit letters of interest as prime consultants for any project they feel can be managed by their firm.

It is required that your firm be prequalified with MoDOT and listed in MoDOT's Approved Consultant Prequalification List, or your firm will be considered non-responsive.

[MoDOT's Approved Consultant Prequalification List](#)

25. PROHIBITED ACTIVITIES BY FORMER CITY EMPLOYEES AND OFFICIALS 5

Section 2-2044 of the City's Code prohibits former elected City officials and former executive or administrative employees of the City from trying to influence a decision of the City on behalf of an employer or client for one year after that former employee or official leaves the City's employ. By submitting a proposal, Proposer affirms that Proposer and its team members and employees are in compliance with the requirements of Section 2-2044. Failure to comply with the requirements of Section 2-2044 may cause the Proposal to be rejected.

27. ADA STANDARDS

It is the policy of the City and required by law that any new or renovated facility meet the scoping and technical requirements of the 2010 ADA Standards for newly designed and constructed or altered local government facilities, public accommodations, and facilities. The selected Design Professional shall design the project so it conforms to the 2010 ADA Standards, as applicable and as amended from time to time, and is readily accessible to and usable by individuals with disabilities. The City will make available to the selected Design Professional the City's ADA Compliance Manager, who can facilitate interaction with advocates in the disability community.

28. CONTRACT INFORMATION MANAGEMENT SYSTEM

The selected Design Professional shall be required to use City's Internet web based Contract Information Management System/Project Management Communications Tool provided by City and protocols included in that software during the term of this Contract. The selected Design Professional shall submit user applications to City's provided Contract Information Management System for all personnel, subcontractors or suppliers as applicable.



For persons with disabilities needing reasonable accommodations please contact the City's ADA Specialists, Ekiasha Ruff at 513-6538 or Jean Ann Lawson at 513-6566. If you need to use the Relay Service, dial 711.

**SCOPE OF SERVICES
ATTACHMENT A**

**DESIGN PROFESSIONAL
RAYTOWN RD BRIDGE OVER LUMPKINS FORK
PROJECT NO. 89005596**

STATEMENT OF WORK- INSPECTION SERVICES

Staff provided by DESIGN PROFESSIONAL will act as a member of the Public Works Department inspection team and will work directly with the City staff.

Project No. 89005596
City of Kansas City, Missouri
Raytown Rd Bridge over Lumpkins Fork

The general scope of this work includes the project inspection, documentation and construction administration activities. The Consultant shall discontinue services upon completion of this scope or upon reaching the limits of the contract fee whichever occurs first.

Project Description:

Project No. **89005596 - Raytown Rd Bridge over Lumpkins Fork**

Estimated Date of Construction services - Mar. 2025 and ending Oct. 2026

The scope of this work includes the project observation, construction administration, and documentation for the above referenced project.

The Consultant shall provide a lead representative and assistant representative.

The tasks shall consist of the following items:

- Pre-construction reviews of plans, quantities, and specifications
- Daily construction inspection and documentation
- Daily construction administration and coordination with the City of Kansas City (City), Contractor, MoDOT, Corp of Engineers, and affected business and property owners, as necessary
- Post construction activities to determine that the project is completed and accepted by the City

The detailed scope of services is as follows. The lead representative will:

1. Take responsible charge for the daily administration of the project.
2. Serve as the main point of contact between the business / property owners and the City of Kansas City. This will include processing complaints from business and property owners by utilizing the City's formal complaint process.
3. Schedule and administer a weekly construction progress meeting. This will include the incorporation of necessary utility relocations. Take and distribute meeting minutes to the City and

other attendees. It is anticipated that one meeting per week for the duration of the project will be needed.

4. Ascertain that all tests are performed according to the contract documents. All materials testing will be performed by the City of Kansas City, Missouri – Public Works Lab Section.
5. Provide daily oversight of the project traffic control and detour signage. This task will also include reviews of nighttime traffic control set-ups and nighttime reviews (drive-thru's) of major traffic control phase changes.
6. Prepare and distribute change orders and submittals to the City with recommendations for processing and approval.
7. Meet with the contractor and CPD-PW personnel monthly to review, prepare and submit intermediate monthly pay estimates.
8. Be on-site when the contractor is working on contract items that require inspection as designated in the Contract Documents. It is anticipated that this will include work on items for contract pay and any subsidiary item to that line item.
9. Compile a Daily Observation Report that documents the contractor's construction activity, contractor's personnel and equipment utilized. This information will transfer by 8:00 am the following day to City.
10. Forward contractor requests for interpretation or clarification on the intent of the plans and/or specifications to the City for their review and response. Coordinate with the City, the communication of this response to the prime contractor.
11. Provide field book documentation of contract pay items daily and daily dairy as they are incorporated into the project.
12. Keep and maintain project files of the contractor's certifications of materials incorporated into the project and shop drawings. The City will approve all materials certifications prior to their incorporation into the project.
13. Determine whether or not the contractor is generally adhering to the specifications and plan documents through on-going observations.
14. Provide weekly oversight of the projects erosion control measures or after a ½ inch rain event on project required documentation.
15. Keep, maintain and review certified payroll reports for prime and subcontractors on jobsite. Provide bi-weekly labor interviews on project required documentation.
16. Report to City, giving opinions and suggestions based on the observations regarding defects or deficiencies in the contractor's work and relating to compliance with plans, specifications, and design concepts.
17. Advise City Engineering personnel, and the contractor or its superintendent immediately of the commencement of any work requiring a shop drawing submission if the submission has not been accepted by the design professional or City.

18. Provide transportation, equipment, tools and incidentals as necessary to perform construction site monitoring services.
19. Attend final walk-through of the project. Compile notes and distribute the final punch list to the prime contractor and to the City.
20. Prior to final walk-through submit to the contractor a list of items observed to require completion or correction.
21. Complete and submit to the City the final paperwork required by the contract documents.
22. Prepare and review the final pay estimate and the final change order and submit to the City.
23. Attend final close out meeting with the City.
24. Comply with Common Ground Alliance (CGA) Best Practices

Core business hours will be between 9:00am to 4:00pm on weekdays to exclude holidays. It is understood that the CO will have limited access through e-mail on scheduled leave days.

Parking, computer and other media necessary to provide project management services will be provided by the Consultant CO and not the City.

1. Compile an email daily of the contractor's construction activity, contractor's personnel and equipment utilized and attach three pictures of the activity by 8:00am the following day.
2. Attend final walk-through of the project. Compile notes and distribute the final punch list to the prime contractor and to the City.
3. Prior to final walk-through submit to the contractor a list of items observed to require completion or correction.
4. Complete and submit to the City the final paperwork required by the contract documents.
5. Review the final pay estimate and the final change order and submit to the City.
6. Attend final close out meeting with the City.

Core business hours will be between 9:00am to 4:00pm on weekdays to exclude holidays. It is understood that the CO will have limited access through e-mail on scheduled leave days.

Parking, computer and other media necessary to provide project management services will be provided by the Consultant CO and not the City.

ATTACHMENT B
ELECTRONIC FORMAT REQUIREMENTS

Drawings/plans

Drawings/plans should be in TIFF (.tif) format with a resolution range of 200 to 300 DPI.

The first 3 characters for the drawings # and then add 3 dashes to separate the drawing name.

Drawing Examples:

001---Cover-Sheet-and-INDEX.tif

030---A1-1.tif

121---M01.11.tif

CSI specification sections (project manuals)

CSI specification sections (project manuals) PDF (.pdf) files of documents must be scanned using a resolution range of 150 to 200 DPI.

CSI specification sections should be separated by division with no spaces.

Spec Examples:

Division-00.pdf

Division-01.pdf

Division-16.pdf

ATTACHMENT C

CITY – LICENSED GEOGRAPHICAL INFORMATION SYSTEM DATA

CITY will provide licensed materials for Geographical Information Systems to be used for the project as follows:

Grant of License. CITY grants to DESIGN PROFESSIONAL and DESIGN PROFESSIONAL hereby accepts, upon the express terms and conditions contained in this Agreement, a non-exclusive License to use the information described herein in the form produced and maintained by the Geographical Information System produced and maintained by City.

License Materials. The materials licensed for use by DESIGN PROFESSIONAL under this Agreement are the forms which can be read or manipulated by computer of the geographical and physical characteristic information collected and assimilated in the records of City (“Licensed Materials”).

Use of Licensed Materials. Subject to the terms, conditions and prohibitions of this Agreement, DESIGN PROFESSIONAL shall be entitled to use the information contained in the Licensed Materials to accomplish the scope of services provided by DESIGN PROFESSIONAL. At the completion of the Agreement, DESIGN PROFESSIONAL shall return all materials to the CITY, and shall permanently remove the Licensed Materials from any media used by DESIGN PROFESSIONAL. At the end of the Agreement, DESIGN PROFESSIONAL shall provide a written certification that all materials are returned and that all Licensed Materials, including copies, have been removed from the equipment or media of DESIGN PROFESSIONAL.

Transfer of Licensed Materials. This license is expressly nontransferable and DESIGN PROFESSIONAL shall not transfer any interest, entitlement or obligation under this Agreement to any other person or entity.

Data. The data and information contained in the Licensed Materials shall be those files and systems as recorded and existing as of the time DESIGN PROFESSIONAL requests the information.

Title. The custody and title and all other rights and interests in the Licensed Materials are and shall at all times remain with the CITY and with the Offices or officials of the CITY having official custody of the Licensed Materials.

Not Public Records. The database in the form of the Licensed Materials is proprietary, intellectual property of the CITY and shall not be considered or deemed as open, public records, except as provided in §256.670, RSMo. DESIGN PROFESSIONAL shall and hereby expressly agrees that it will, recognize the property interests of CITY and CITY agrees that it is not,

pursuant to this License, a custodian of any open, public records, except as may exist pursuant to §256.670 RSMo.

Access to Materials. Pursuant to the terms and conditions of this agreement, DESIGN PROFESSIONAL shall be provided access to obtain the Licensed Materials in a periodic basis for the term of this Agreement. As provided in this Agreement, DESIGN PROFESSIONAL, shall be entitled to any Modifications, updates, renewals or additional data or information under the License granted by this Agreement.

Updated Material and Modifications. CITY shall in accordance with this Agreement and upon request of the DESIGN PROFESSIONAL provide to DESIGN PROFESSIONAL updates to or modifications of all or any specific parts of the data or information in the Licensed Materials. Any such updates or modifications provided by CITY shall be covered by and subject to each and all of the terms and conditions of this Agreement. Furthermore, upon completion or termination of this Agreement, DESIGN PROFESSIONAL, will provide to CITY in a compatible form, updated information developed during the execution of the Scope of Services provided by DESIGN PROFESSIONAL.

Data Contents. The data contained in the materials licensed by CITY to DESIGN PROFESSIONAL under this Agreement shall include that information necessary to allow DESIGN PROFESSIONAL to perform scope of services outlined in the Agreement.

Waiver. The waiver of any breach of any provision of this license shall not constitute a waiver of any subsequent breach of the same or other provisions of the Agreement.

Modifications. Any modification to the rights provided herein for licensed materials shall be in writing executed by each party.



EXPERIENCE AND REFERENCE SUMMARY

Project Number: 89005596 - MoDOT

Project Title: DP – Raytown Road Bridge Over Lumpkins Fork Construction Inspection/Admin.

Firm's Legal Name	
Mailing Address	
Contact – Name & Email	
Contact – Phone & Fax	

NO.	PROJECT & LOCATION	OWNER NAME & ADDRESS CONTACT & PHONE NUMBER	PROJECT DURATION & DATE COMPLETED	\$ VALUE
1.				
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